

MINUTES OF BOARD MEETING

September 11, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, September 11, 2023.

Trustees Present: Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Nancy O'Neill, Ms. Karen Whalen, Ms. Joni Copas and Mr. Chuck Goins

Trustees Absent: Mr. Jake Richards

Management Present: Mr. Joseph Greenward, Director; and Mr. Robert Carringer, Fiscal Officer

1) Call to Order

- a. The meeting was called to order by Ms. Koenig.

2) Director and Fiscal Officer Reports

a. Director's Report

Celeste Swanson's Summer Reading Club report was distributed and reviewed with the Board. It was an excellent program with increased participation across all age groups this year.

Our 3rd Annual Hispanic Heritage Festival was our biggest event for August. On August 26th, we hosted over 50 vendors and community groups at the event. Entertainment ranged from poetry readings by UC students in the department of romance languages to playhouse workshops with Ligia Cuevos-Johnson. We welcomed back the Hispanic rock band Daglio, and offered a new group, Dayton Salsa Project. In addition, we had a variety of food trucks and some crafters offering authentic Hispanic cuisine and crafts. We estimate that we had approximately 2,000 attendees at this excellent event. Recognition goes to Odalis Jimenez and Abril Huerta for their hard work and dedication in planning and executing this event.

We have begun to receive resumes for the Fiscal Officer position. Rob, Bryan and I will evaluate these resumes over the coming month and bring those that we would like to interview to the next Board meeting for review.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through August 2023 reflected an increase of \$30K (.7%) when compared to the same period in 2022. The month of August 2023 had an

increase of \$13k when compared to August 2022. Hopefully, the PLF amount for 2023 will at least be comparable the prior year.

General Operating Expenses have increased \$469K through August 2023 when compared to 2022:

- Salaries/Benefits	\$235K Increase
- Supplies	22K Increase
- Purchased & Contracted Services	46K Increase
- Library Materials	104K Increase
- Capital Outlays	52K Increase
- Other	10K Increase

There has been an across the board increase in all expenses through August 2023.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Ms. O'Neill, seconded by Dr. Dales with all members present voting in the affirmative. The items under the consent agenda were:

- a) Approval of the minutes of June 12, 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for August 31, 2023 – \$24,633,360.79
- c) Approval of Investments as of August 31, 2023 - \$21,128,136.57 **(Exhibit #2023-08-01)**
- d) Approval and acknowledgement of gifts received in June, July and August 2023 – **(Exhibit #2023-08-02)**
- e) Approval of staff changes for June, July, and August 2023 - **(Exhibit #2023-08-03)**
- f) August 2023 Circulation Statistics – **(Exhibit #2023-08-04)**

4) Citizen's Input – None

5) Old Business

- a) Update for New Fairfield Township Branch – Architect RFQ

Mr. Carringer told the Board two Architectural Firms submitted proposals based on the Library's Request for Qualifications. These proposals were reviewed and ranked by Library Management for presentation to the board:

- 1) Community Design Alliance (CDA)
- 2) SHP Leading Design (SHP)

The Board has a couple options to consider:

- 1) Begin negotiations with the top choice, CDA. If an agreement cannot be made with CDA and the Library, then negotiations can move to the second candidate on the list.
- 2) The other option is to have the two candidates give a presentation to the Board.

Then the Board will select the Architectural Firm to use.

Ms. O'Neill made a motion for the Library to begin negotiations with the top candidate choice, CDA. Ms. Copas seconded the motion and all those present voted aye.

6) New Business

a) Resolution Accepting Levy Amounts and Rates for 2024

RESOLUTION

#01-2023

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(Board of Trustees)

Rev. Code, Secs. 5704.34, 5705.35

WHEREAS, This Board in accordance with the provision of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2024: and

WHEREAS, the Budget Commission of Butler County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten-mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of the Lane Public Library, Butler County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten-mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED	
			INSIDE 10 MILL LIMIT	OUTSIDE 10 MILL LIMIT
GENERAL FUND		2,450,000.00		0.75
GENERAL BOND RETIREMENT FUND				
PARK FUND				

RECREATION FUND				
POLICE PENSION				
FIRE PENSION				
CHARTER AMENDMENT				
ONE MILL IMPROVEMENT				
MIAMI CONSERVANCY				
LIBRARY BONDS				
TOTAL	0.00	2,450,000.00	0.00	0.75

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	COUNTY AUDITOR'S ESTIMATE OF YIELD OF LEVY (Carry to Schedule A)	MAXIMUM RATE AUTHORIZED TO BE LEVIED
GENERAL FUND Current expense levy authorized by voters on not to exceed years.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION	0.00	0.00
SPECIAL LEVY FUNDS: Levy authorized by voters on , not to exceed years.		

and be it further

RESOLVED, That the Clerk of this Board be, and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. O'Neill presented a motion to accept the resolution for amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This was seconded by Ms. Whalen and roll call vote was taken.

Roll Call Vote:

Ms. Marcia Koenig	Aye
Dr. Brenda Dales	Aye
Mr. Jake Richards	Absent
Ms. Nancy O'Neill	Aye
Ms. Karen Whalen	Aye
Ms. Joni Copas	Aye
Mr. Chuck Goins	Aye

7) General Comments

- a) The meeting was adjourned at 4:45 p.m. on a motion from Ms. O'Neill, seconded by Ms. Copas with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, October 9, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Marcia Koenig
President

Mr. Robert Carringer
Acting Secretary

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LPL INVESTMENTS
As of August 31, 2023

Exhibit #2023-08-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Sept 1 2023	\$ 84,641.85	30	2.30%	Sept 30 2023	\$ 160.01	12	GIFTS & MEM 110
FIRST FINANCIAL	Sept 1 2023	\$ 65,998.01	30	2.30%	Sept 30 2023	\$ 124.76	10	ARCHIVES FUND 220
FIRST FINANCIAL	Sept 1 2023	\$ 13,311.35	30	2.30%	Sept 30 2023	\$ 25.16	56	ARCHIVES 220
FIRST FINANCIAL	Sept 1 2023	\$ 82,497.98	30	2.30%	Sept 30 2023	\$ 155.96	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Sept 1 2023	\$ 232,659.37	30	2.30%	Sept 30 2023	\$ 439.82	28	GENERAL FUND 101
FIRST FINANCIAL	Sept 1 2023	\$ 152,375.09	30	2.30%	Sept 30 2023	\$ 288.05	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Sept 1 2023	\$ 339,730.74	30	2.30%	Sept 30 2023	\$ 642.23	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Sept 1 2023	\$ 185,861.00	30	2.30%	Sept 30 2023	\$ 351.35	69	BUILDING MAINT 405
FIRST FINANCIAL - CD	April 28 2023	\$ 1,000,000.00	30	2.30%	April 28 2024	\$ 1,890.41	6	GENERAL FUND 101
FIRST FINANCIAL - CD	April 28 2023	\$ 1,500,000.00	30	2.30%	Oct 28 2023	\$ 2,835.62	5	CAPITAL PROJECTS 401
STAR OHIO	Sept 1 2023	\$ 220,144.51	30	4.58%	Sept 30 2023	\$ 828.71	2	GENERAL FUND 101
STAR OHIO	Sept 1 2023	\$ 2,531,175.18	30	4.58%	Sept 30 2023	\$ 9,528.31	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Sept 1 2023	\$ 69,013.64	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Sept 1 2023	\$ 7,791,773.87	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,844,427.11					82	ROESEL FUND 165
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,014,526.87					36	GENERAL FUND 101
TOTAL INVESTMENTS		\$ 21,128,136.57						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-06-02

Jun-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
19-Jun-2023	M. Bohlke Veneer Corp.	Restricted Contribution	Performer sponsorship for the Hispanic Heritage Festival		FFB	\$650.00
20-Jun-2023	Voyageur Media	Restricted Contribution	Honorarium for Brad Spurlock's contribution to a documentary film on historical photography in Southwestern Ohio		CUMMINS ROOM	\$200.00
20-Jun-2023	Carol Schaber	Unrestricted Contribution	Summer Wish List Items for Hamilton, Fairfield, Tech Center and Bookmobile	Lorraine Donnell	OXB	\$100.00
22-Jun-2023	The Friends of Lane Public Library	Restricted Contribution			HAM, FFB, TC, BKM	\$4,400.00
26-Jun-2023	Anonymous Donor	Unrestricted Contribution			OXB	\$50.00
	Total					\$5,400.00

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-07-02

Jul-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
3-Jul-2023	Oxford Kiwanis Club	Unrestricted Donation		Lanny Hargraves	SML	\$100.00
13-Jul-2023	Stephanie Spurlock	Unrestricted Donation		Rebecca Carringer	LAC	\$35.00
17-Jul-2023	Suzanne Siegel	Unrestricted Donation		Dr. Dave McGrew	OXB	\$275.00
24-Jul-2023	Trouveres Club of Hamilton	Unrestricted Donation		Mrs. Patricia Marshall	LAC	\$50.00
	Total					\$460.00

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-08-02

Aug-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
10-Aug-2023	Kettering Network Services	Restricted Donation	Raise A Reader Program		LAC	\$2,500.00
23-Aug-2023	Anonymous	Unrestricted Donation			HAM	\$20.00
23-Aug-2023	James T. Martino	Unrestricted Donation			OXB	\$100.00
	Total					\$2,620.00

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Jun-23

STAFF CHANGES

EXHIBIT #2023-06-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
19-Jun-2023	Evan Northcutt	Shelver	15.0	0	1300	HAM
26-Jun-2023	Haleigh Miller	Shelver	16.0	0	1304	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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Jul-23

STAFF CHANGES

EXHIBIT #2023-07-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
10-Jul-2023	Kayleigh Swatzell	Public Service Assistant	20.0	2	1204	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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Aug-23

STAFF CHANGES

EXHIBIT #2023-08-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
17-Aug-2023	Genevieve O'Malley Knight	Public Services Associate	20.0	3	1204	OXB

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
11-May-2023	Renee Maus	Shelver	20	0	1304	OXB

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
10-Aug-2023	Sammy Haven	Public Services Associate	20.0	3	1200	HAM
27-Aug-2023	Haleigh Miller	Public Service Assistant	20.0	2	1204	OXB

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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AUGUST 2023 STATS SHEET														
Exhibit 2023-08-04														
PATRON USAGE	BKM	BKM 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	TOTAL	TOTAL 2022		
Print	4,102	4,413	24,932	25,780	16,924	17,569	14,859	15,412			60,817	63,174		
AV	441	410	8,474	9,843	6,683	7,699	3,798	4,941			19,396	22,893		
eMedia (Freegal, Hoopla, Kanopy)											10,311	9,549		
eBooks (Ohio & Freading)											22,278	21,461		
SearchOhio (Borrows & Loans)											2,542	2,599		
Total CKO's	4,543	4,823	33,406	35,623	23,607	25,268	18,657	20,353			115,344	119,676		
Year To Date	66,942	63,000	257,484	258,405	182,725	183,587	153,018	148,512			927,825	896,310		
Internet Sessions			2,706	2,499	2,751	1,986	678	789	368	436	6,503	5,710		
Internet Hours			1,676	1,501	2,384	1,661	470	683	368	431	4,898	4,276		
Self CKO's			13,093	13,122	5,274	5,365	6,337	6,912			24,704	25,399		
Visitors			16,284	15,003	7,771	7,063	8,010	7,392	1472	1417	33,537	30,875		
ADULT PROGRAMS	SMITH	SMITH 2022	FFB	FFB 2022	LPL	LPL 2022	OXB	OXB 2022	TECH	TECH 2022	SYSTEMWID	TEMWIDE 20	TOTAL	TOTAL 2022
In Library # Conducted		0	8	4	3	4	8	6	4	4		0	23	18
In Library - Attendance		0	2070	28	12	25	62	50	9	15		0	2153	118
Outreach # Conducted		0	3	3	1	1	1	1		0		0	5	5
Outreach - Attendance		0	538	484	50	36	60	65		0		0	648	585
Virtual # Conducted		0	0	0		0		0	1	1		0	1	1
Virtual - Attendance		0	0	0		0		0	15	10		0	15	10
TEEN PROGRAMS														
In Library # Conducted		0	7	2	6	5	3	0	1	0		0	17	7
In Library - Attendance		0	152	64	92	46	30	0	5	0		0	279	110
Outreach # Conducted		0	0	0	2	1		0		0		0	2	1
Outreach - Attendance		0	0	0	86	80		0		0		0	86	80
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0
CHILDREN PROGRAMS														
In Library # Conducted		0	12	16	9	7	19	7		0		0	40	30
In Library - Attendance		0	297	848	155	175	299	202		0		0	751	1225
Outreach # Conducted		0	1	1	4	1	6	9		0		0	11	11
Outreach - Attendance		0	300	20		50	179	420		0		0	479	490
Virtual # Conducted		0	0	0		0		0		0		0	0	0
Virtual - Attendance		0	0	0		0		0		0		0	0	0